

## Volunteer Position Description

<b>Job Title:</b>	Call Taker, Administrative Assistant
<b>#of Vol. wanted</b>	6
<b>Purpose of Assignment:</b>	Assist clinic staff with answering telephones, make calls, process mail and minor clerical duties
<b>Using Service:</b>	Primary Care
<b>Department &amp; Location:</b>	Athens, Georgia and Aiken, South Carolina
<b>Site Supervisor and Phone:</b>	Zenobia Boyd, 706-733-0188 ext. 5620
<b>Time Requirements:</b>	As determined by volunteer
<b>Specific Duties:</b> Please continue on separate sheet if additional space is needed.	<ul style="list-style-type: none"> <li>❖ Answer Telephones</li> <li>❖ Make patient calls</li> <li>❖ Typing (labels, flyers, etc.)</li> <li>❖ Assembling new patient packets</li> <li>❖ Miscellaneous clerical duties</li> </ul>
<b>Qualifications &amp; Training Required:</b>	Privacy and Security
<b>Performance Evaluation:</b>	n/a
<b>Risk Sensitivity:</b>	medium